



LAURUS

TRUST

Job Description and Person Specification

Part-time Teachers of English



Part-time Teachers of English

Salary:	Main Pay Scale
Location:	Cheadle Hulme High School
Start Date:	January 2018
Hours:	This is a temporary position, for 2 terms only in the first instance

Purpose of the post

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students

To whom the post holder reports

Head of Department, English.

Generic responsibilities – to meet all the teacher standards including the following specific duties:

Prepare and teach lessons of a high standard to the assigned students:

- Following designated programmes of study
- Carrying out the necessary assessments
- Providing information/comments for records
- Monitoring students in accordance with agreed departmental strategies
- Maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, P&P etc.
- Contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials
- Participate in the applications of the departmental Preparation and Planning (P&P) Policy
- Work closely with and consult those teachers who are also responsible for similar curriculum areas ensuring continuity and progression for students
- Engage with continuous professional development
- Contribute to extra-curricular provision/intervention with particular regard to hard to reach groups.

Personal Qualities

- Effective communication and organisational skills
- Initiative
- Energy, optimism and enthusiasm
- Ability to be a team player
- Commitment to an inclusive ethos with the view that “Every Child Matters and Can Achieve”

Knowledge and Skills

- Principles and practices of effective teaching and learning
- Preparation of schemes of work and lessons
- Knowledge and understanding of subject area(s)
- Principles and practices of monitoring/assessment/evaluation
- The application of technology to learning and teaching in subject area(s)

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. Education and training	Qualified teacher status Good Honours Degree (2:2 or better)	A-Level English Language	Application form
2. Relevant Experience	Experience of teaching English at KS3 and 4	Experience of teaching at KS5	Application form / supporting statement / interview / presentation
3. Knowledge and skills	ICT literate Evidence of setting and assessing clear objectives	Knowledge of formative assessment techniques	Demonstration lesson / interview / letter of application
4. Classroom management	Confident and innovative teaching. High expectations of pupil behaviour and establishment of a clear framework to promote self-control and independent learning		Demonstration lesson / interview
5. Personal and Professional values	Enthusiastic and able to engender enthusiasm in others Ability to work as a member of a team A high degree of personal organisation Good communication skills Professional approach Excellent attendance and punctuality Flexible Approachable. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.		Interview / demonstration lesson / letter of application

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Laurus Trust
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